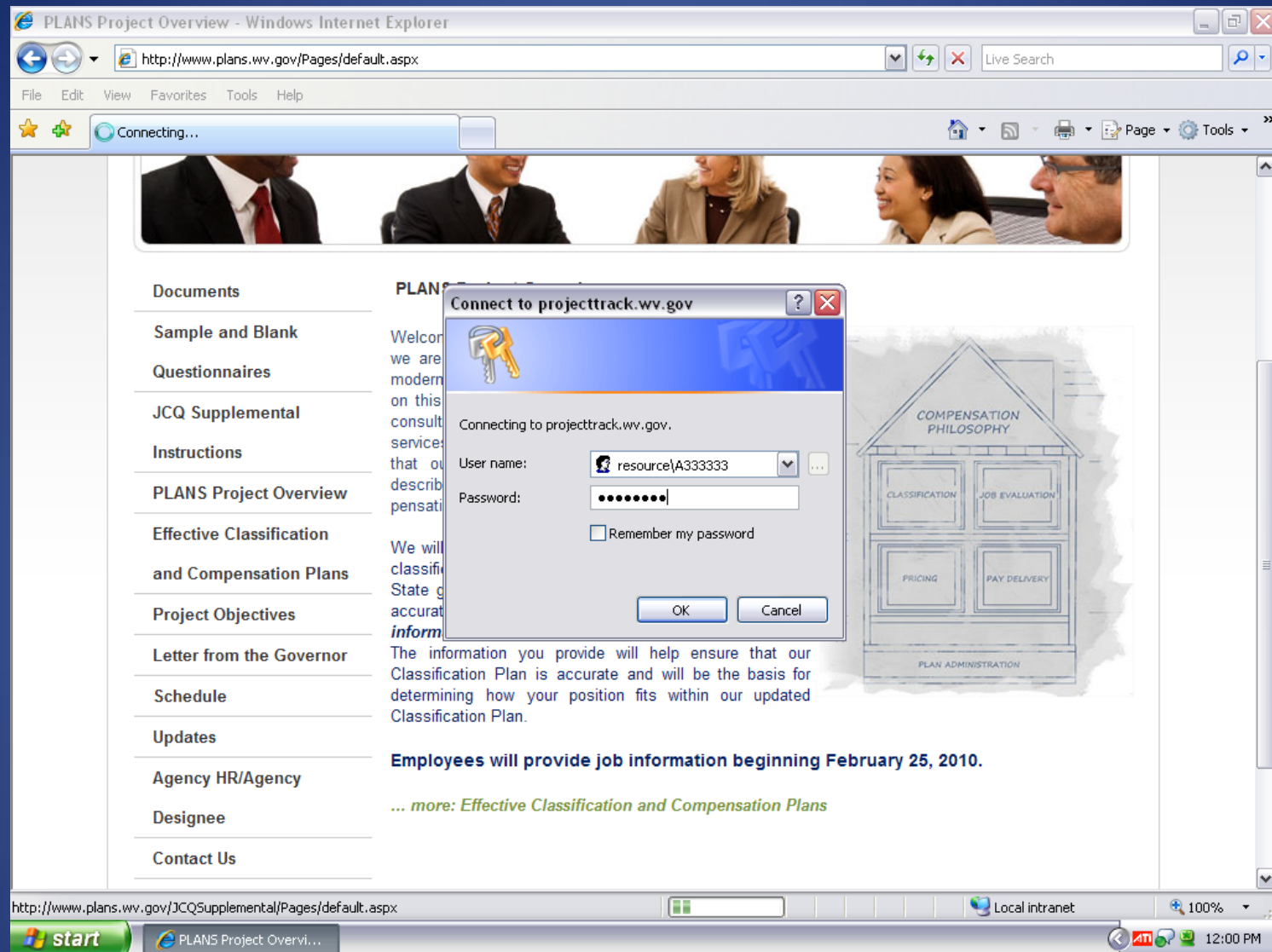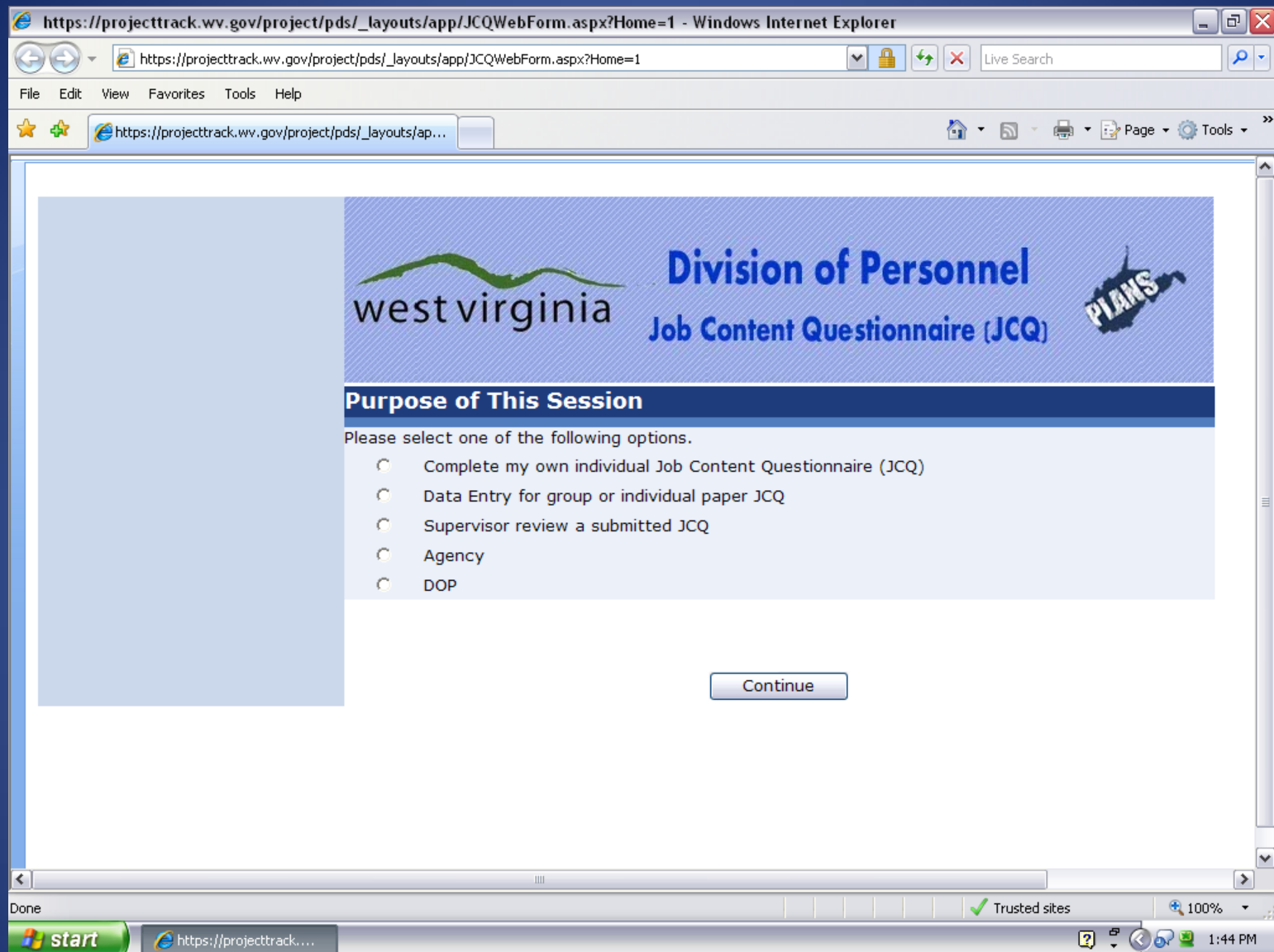# How to Log Into the Job Content Questionnaire (JCQ): Employee Role

When you click the link to access the JCQ, you will be prompted to log in. Enter "resource\your ID" in the User Name line, then enter your access code in the Password line. The ID and access code will be provided to you by your Agency HR Representative.

After you log in, the first page you will see is titled Purpose of this Session. Choose the first radio button, "Complete my own individual Job Content Questionnaire (JCQ)". Then click Continue.
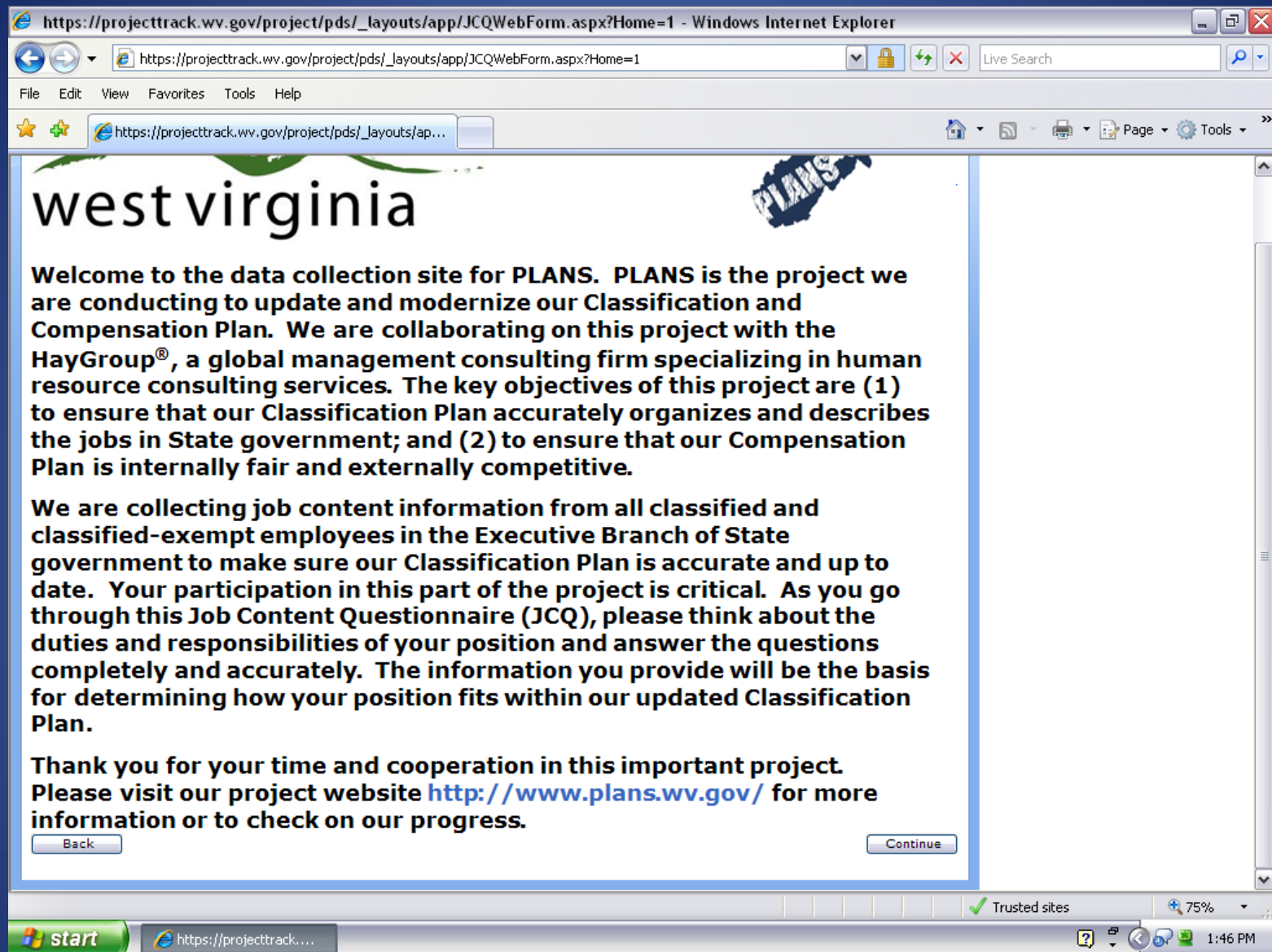
Next you will see the Welcome screen. Read the information provided, and click Continue when you are done. If you do not see the Continue button at first, scroll down until it becomes visible.
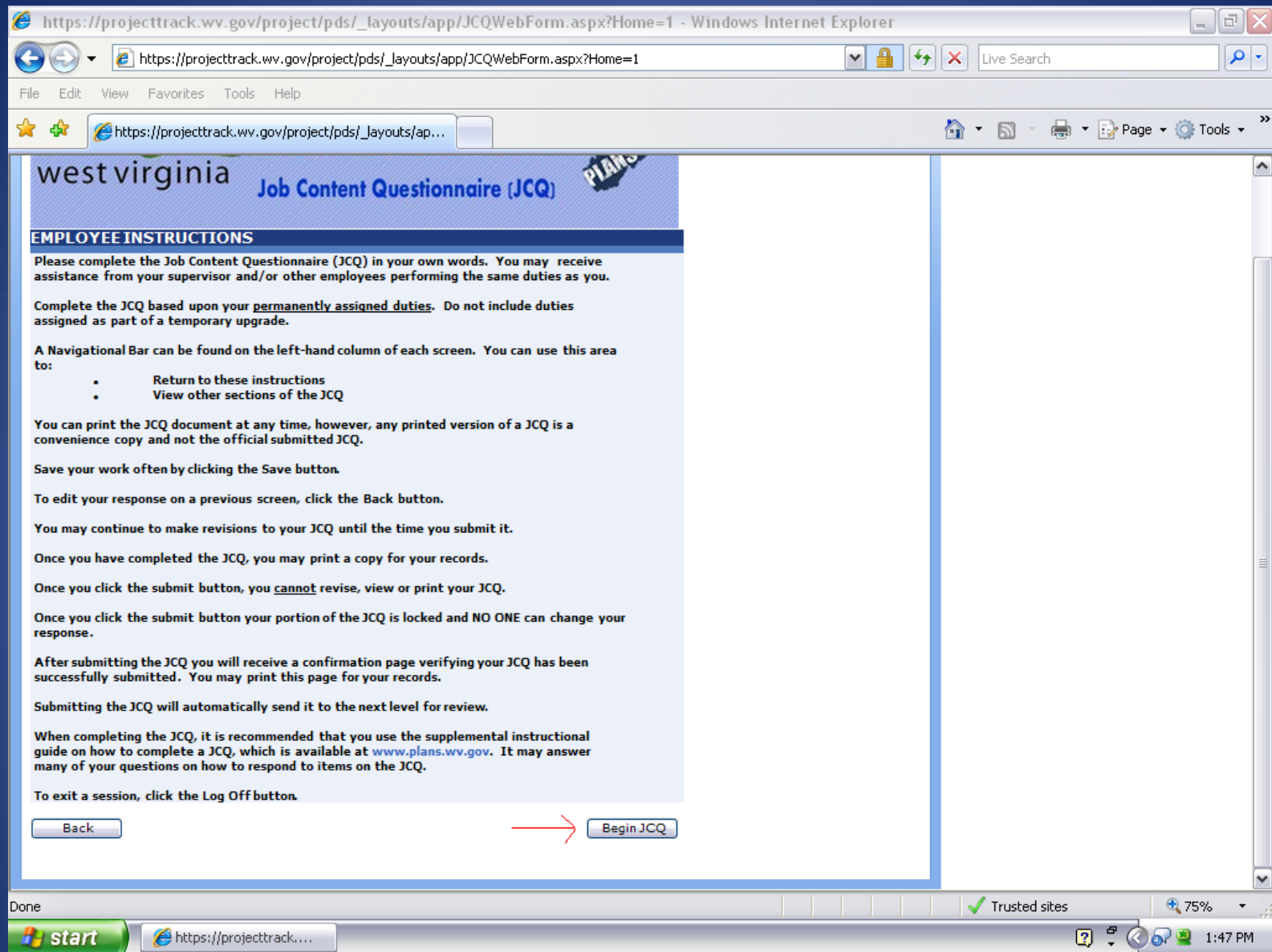
Next you will see the Employee Instructions page. Carefully read the instructions. When you are ready to start your JCQ, click "Begin JCQ". If you cannot see this button at first, scroll down.
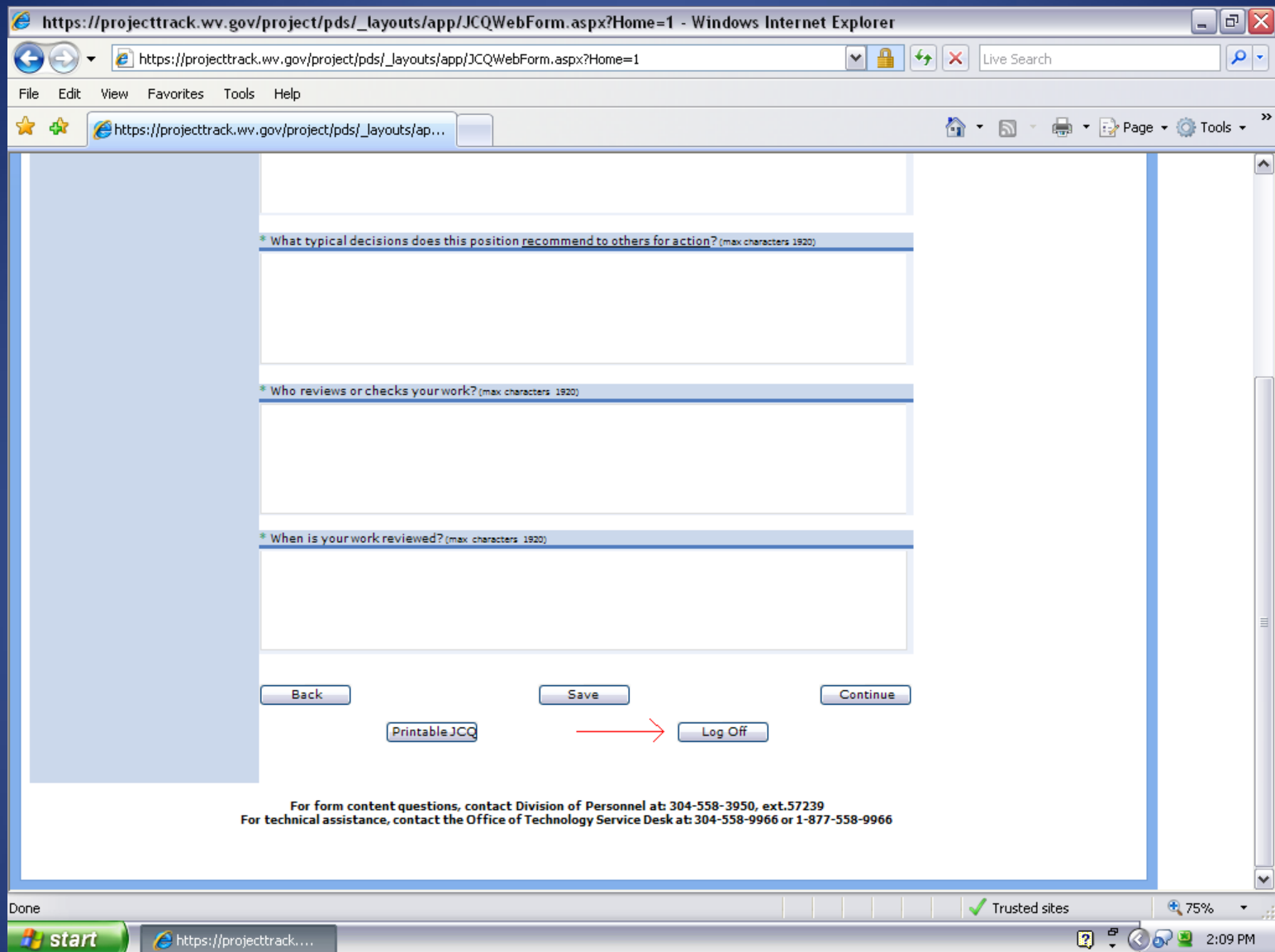
Each page of the JCQ has a Log Off button at the bottom. If you need to stop working on your JCQ before you are finished, use this button to exit the JCQ system. You can then log back in at a later time to finish your JCQ.
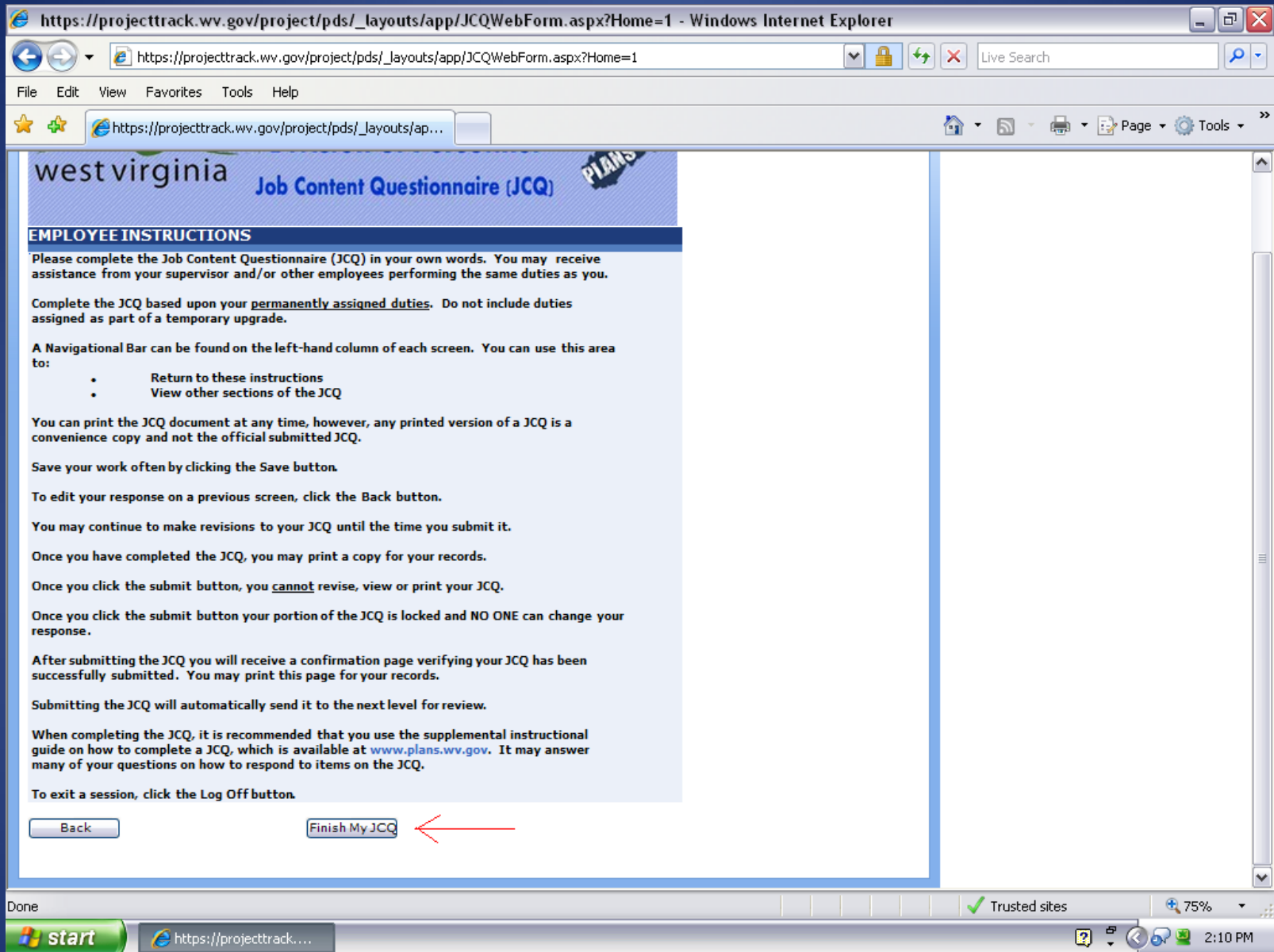
When you are ready to resume working on your JCQ, log in to the system again. This time, the Employee Instructions page will have a new button, "Finish my JCQ". Click this button to continue.
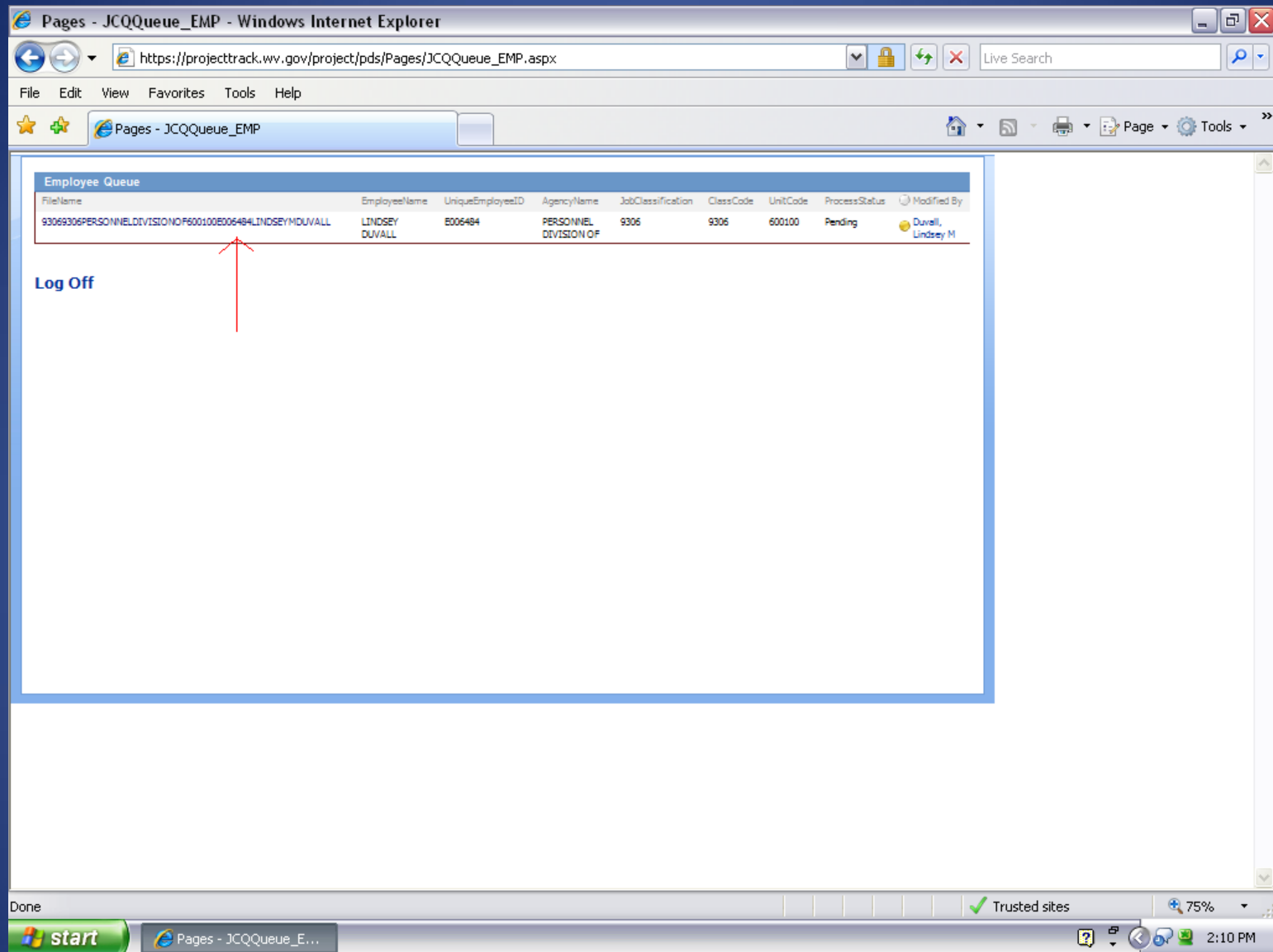
This will take you to a screen labeled "Employee Queue". Click on the file name as shown; this is your JCQ. Clicking the file name will take you to Part 1 of your JCQ. Your previous work on the JCQ will be saved.

For questions on how to complete the form, please contact the Division of Personnel at (304) 558-3950 extension 57239 or send an email to DOP.PLANS@wv.gov.

For technical questions, please call the Office of Technology Help Desk at (304) 558-9966 or 1-877-558-9966.